COMPANY Retreat Agenda
DATE
LOCATION
TIME PERIOD

Outcomes:
- Maintain good working relationships and a knowledge of everyone's talents and needs.
- Brainstorm ways to shape the company, creating a better work environment, and generating more revenue.
- Have everyone understand and contribute to growth of COMPANY in TIME PERIOD.

1. Catchup (10 minutes/person)
- What's new in your life personally since we last talked?
- A project (at COMPANY or otherwise) you are proud of (bring a sample if you like)
- What at COMPANY would make you happier going into 2016?
- Best movie you saw this year (or similarly random question)

2. From Last Time (15 mins)
LINK TO NOTES FROM LAST RETREAT
  - Initiative 1 Progress
  - Initiative 2 Progress
  - Initiative 3 Progress

3. What's going well? (Notetaker: SOMEONE HERE)- 30 minutes
- What at COMPANY is going well? Processes, projects, innovations, - any size, large or small.

4. What could be improved? (Notetaker: SOMEONE ELSE)- 30 minutes
- What could be improved at COMPANY? Processes, projects, innovations, - any size, large or small.
- Based on everyone's feedback for improvements, prioritize 3-4 specific things develop action plans for each within the next TIME PERIOD.

5. Brainstorming How To Engage Current/MIA Clients/Customers (Notetaker: A THIRD PERSON)- 30 minutes
  - What do you think our clients/customers need? What problems do they seem to be having?
  - How can these needs best be met/problems solved?
  - Who can we partner with to get these accomplished?
  - What are 2-3 offerings for this target market we'd like to develop in the next TIME PERIOD?

6. Lunch- 60 minutes

7. State of COMPANY/Upcoming projects (Presenter: COMPANY OWNER)- 45 minutes
  - Go over what is going on generally, almost as if it's a shareholders meeting
  - Based on projects and our brainstormed ideas, what makes most sense for us to concentrate on?

8. Professional Development mini courses (Presenters: ALL ATTENDEES)- 10 minute sessions
  - Software/Skill #1
  - Software/Skill #2
  - Software/Skill #3

9. Goal setting (Notetaker: SOMEONE)- 30 minutes
  - 2 personal goals and 2 company goals each
  - Make them specific, measurable, etc. (SMART goals)
  - Sharing

10. Debrief- 15 minutes
  - What's one thing you liked about today?
  - What's one thing you would want to do next time?
  - Set day/time for next retreat

Done! Thanks for coming!